

## Finance & Accounting Analyst at the Indiana Biosciences Research Institute

We are the Indiana Biosciences Research Institute (IBRI). We are a leading translational research institute that advances academic and industry science through collaboration to improve patient health outcomes. Building your career at the IBRI in Indianapolis' 16 Tech Innovation District, means being part of a team of renowned scientists, creative thinkers, and innovative leaders.

Today's research is being driven by significant advances in our abilities to study complex disease processes and propose new ways to improve patients' lives. To reflect the evolving nature of life sciences research and encourage synergies through collaboration, we're enhancing our integrated capabilities, adding depth to how we approach patient-informed translational science and pursuing four foundational areas of scientific focus. These four areas will provide us the core talent and capability to pursue translational science in this new patient-centric framework:

- **Disease, Systems, Pathways** – We're working to better understand diabetes and identify new ways to combat the disease. We're applying this learning to other diseases that share common systems and pathways.
- **Molecular Innovation** – We're developing new capabilities for molecular design and drug discovery to investigate disease processes and pursue new therapeutic approaches.
- **Integrated Data Sciences** – We're pursuing advanced data sciences to create novel end-user inspired solutions that address complex analysis, simulation, and prediction across the translational sciences.
- **Enabling Technologies** – We're building a rich platform of enabling technologies that give our scientists, partners, and collaborators access to the best tools to solve complex scientific problems.

The IBRI's vision is to build a world-class organization of researchers, innovators and business professionals that catalyze activities across the Indiana (and beyond) life sciences community. To achieve that vision, we look for curious and collaborative team members who are energized by innovation, guided by integrity and inspired by diversity.

### The Position:

This position has responsibility for General Accounting and Controls and supports the Financial Planning, Forecasting and Reporting process. The position reports to the Financial Controller.

A new Finance & Accounting Analyst will join the institution at an exciting moment in its history. 2023 marks the ten-year anniversary of the institute's founding. As it celebrates its success as the anchor tenant of 16Tech, the institute is also transforming all aspects of its work to meet the unmet needs of diseases that affect patients everywhere.

## Major Duties Include:

### General Accounting & Operations:

- Ensure that internal controls, policies, and procedures are consistent with best practices, documented, and meet the requirements of uniform guidance for federal funding, and are effective in safeguarding the institute's assets
- Perform month end close process including accruals and reconciliations to ensure compliance with generally accepted accounting principles
- Assist with annual financial audit and annual non-profit form 990 reporting requirements
- Manage Accounts Payable and Accounts Receivable activities to ensure timely and accurate cash disbursements and cash receipts are properly posted
- Reconcile vendor and customer statements and communicate with external parties as needed
- Document standard operating procedures and controls
- Strictly observe confidentiality and strong ethics with respect to all beneficiary information/financial, employees and other organizational data
- Critically review and analyze current payroll, benefits, and tax procedures in order to recommend and implement changes leading to best practice operations
- Project management and reporting responsibilities related to Advancement

### Forecasting, Planning & Reporting:

- Support the annual planning and quarterly forecasting processes
- Support the preparation of relevant management reports, including monthly, quarterly, and year-end reports
- Provide ongoing monitoring of all new significant projects against budget and projected results

## Candidate Profile:

### Key requirements

- Bachelor's degree in accounting or finance is required
- A licensed CPA is preferred
- Familiarity with federal grants management and related compliance is preferred
- 1-2 years' experience in Accounting or Finance role, preferably in Public Accounting, Non-Profit or Life Sciences, managing accounting processes and controls and financial budgets preferred
- Strong analytical skills and attention to detail
- Passion for science and an appreciation and understanding of the Institute's mission
- Focus on achieving results and strong communication skills
- Comfortable working across departments, with outside collaborators and working effectively as part of a team

- Ability to bring innovative thinking and solutions to address challenges, in a positive manner.
- Capability to grasp pertinent details, recognize subtleties, and critically analyze data.
- Positive outlook and tenacity to achieve results
- Continuous learner who sees new projects and responsibilities as an opportunity for personal growth
- Demonstrates highest level of ethics, integrity and trust while acting with courage and candor
- Embrace and demonstrate the values of the IBRI

**Compensation :**

The IBRI offers an attractive compensation package that includes a competitive base salary and comprehensive benefits.

**Equal Employment Opportunity:**

The IBRI provides equal employment opportunities to all employees and applicants and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability or any other legally protected status.

**Apply:**

Please visit us at <https://www.indianabiosciences.org/careers/> to learn more and/or apply for this opportunity. Interested individuals are encouraged to provide their resume and a brief cover letter when they apply.